

ADOBE ACROBAT



Welcome to the Adobe Acrobat Just in Time Learning. In this session we will cover how to add headers and footers to your PDF document.

Adding Headers and Footers

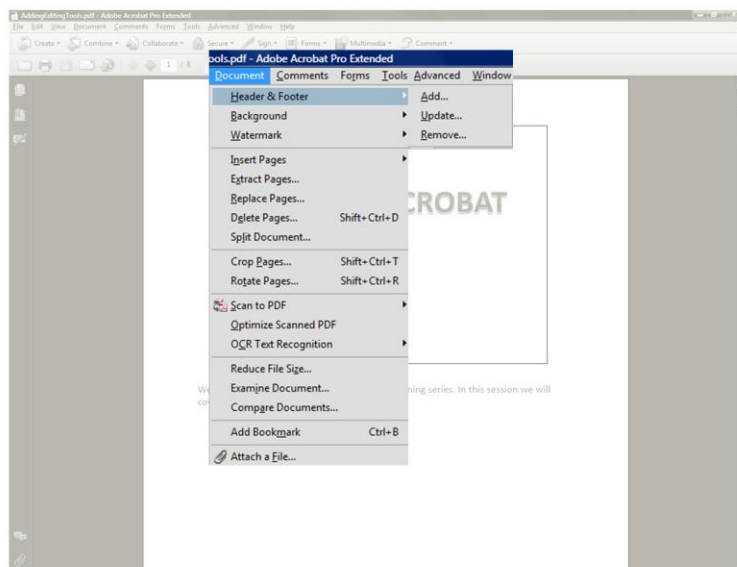


Adding Headers & Footers to your document can give it a polished, standardized look as well as help your readers navigate your document pages.

If you have titles or other information, such as section numbers, that rarely change you can include these in a header at the top of your documents.

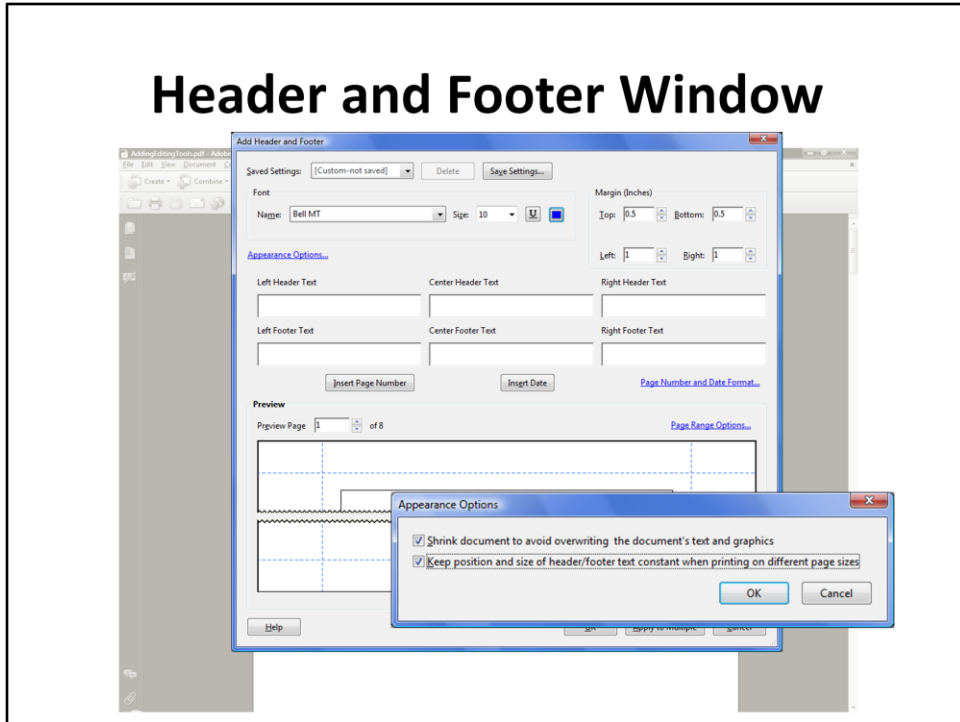
Footers are often used for page numbers and file names, or to list a file path if you wish others to be able to locate the document on a shared drive.

Document Menu



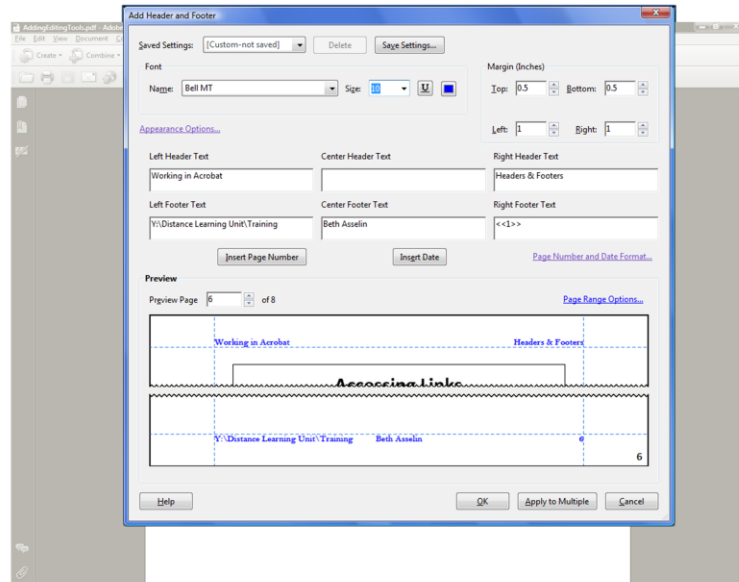
The Header and Footer tool is found in the Document menu. Click Document from the toolbar and scroll down to Header & footer. Notice from here you can Add, Update or Remove headers and footers. Click Add to open the Header and Footer window.

Header and Footer Window



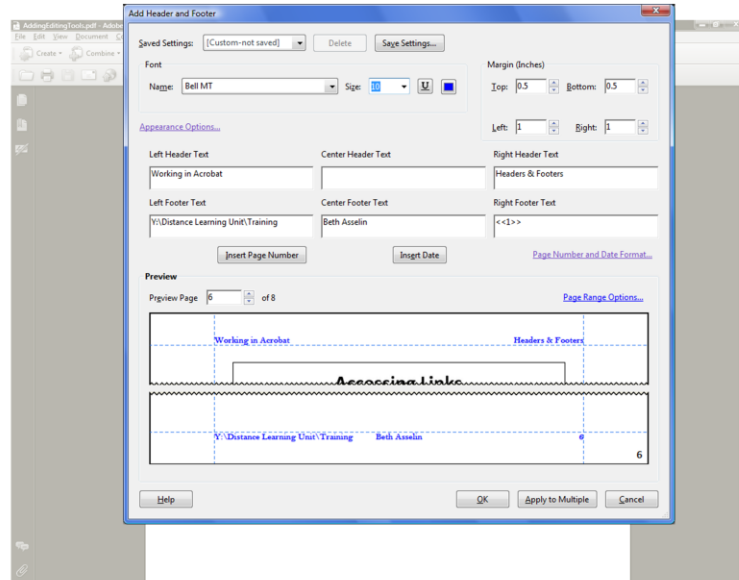
Let's look at this window from the top down. Notice that the Saved Settings drop down has limited options. Once you set up your header and footer you may save your settings to be used for other documents. So let's start with configuring your settings. First, let's change the font from the default to Bell MT 10 point. We also want to change our font color to blue. Let's leave the margins as is. Now that you have your font set up click the Appearance Options link. From within this window select the two check boxes to prevent the headers or footers from overlapping or overwriting the document's text and graphic, and to prevent resizing or repositioning when printing the PDF on different page sizes. Click OK to apply and close this window. If you want to insert page numbers or the date select the location box (left, center or right header, left, center or right footer) and click the Insert Page Number and/or Insert Date button.

Header and Footer Window



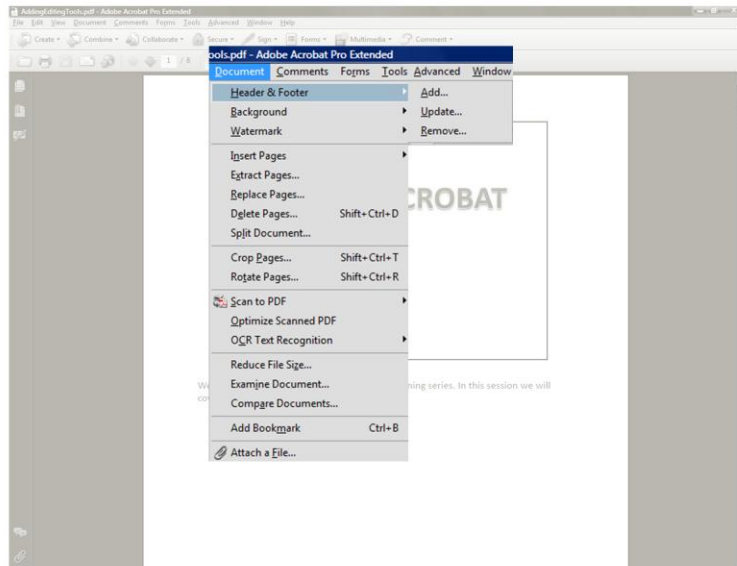
Now, enter the text you want to appear in the different areas of the header, for example if you want the Document Title to appear in the upper left, and the Section Title to appear in the upper right, fill in these fields on the form accordingly. Complete the fields for your footer. For example include the file path name on the lower left, and the author's name center. Note you may include page numbers or the date with your text. Notice as you fill in these fields they appear in the Preview section of the window. Clicking the Preview Page will cycle through the pages in the document.

Header and Footer Window



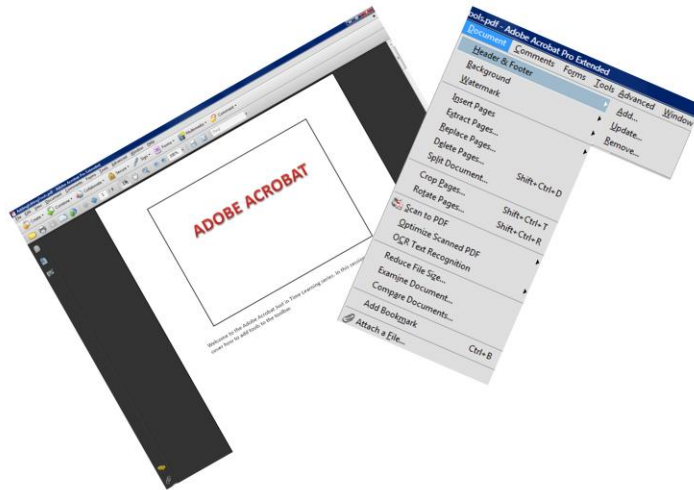
At this point you may choose to save your settings as a custom setting. This will allow you to add the same header and footer to additional documents as you develop them. To do so click the Save Settings button and give your settings a name. Click OK to apply the header and footer to your document.

Document Menu



Ok, so now you have your headers and footers installed. What if you want to edit them? Easy enough, simply click Document from the toolbar and scroll down to the Header & Footer option and from the submenu select Update. This will open the same dialog window you used to create your header and footer, and will contain all the parameters you specified to create your header and footer, which you can now edit. Note also that you can remove headers and footers from this submenu. Click Remove and then Yes when prompted. This will remove all headers and footers from your document.

Headers and Footers



In this session we learned how to add, update and remove headers and footers to a PDF document. I hope you found this information useful. See you next time!